■ ■ Criminal Justice Records System Improvement Program ■ ■
2007 Program Guidelines

I.   INTRODUCTION

Authority & Purpose

The Criminal Justice Record System Improvement Program is administered by the Department of Criminal Justice Services (DCJS) to provide funds for the development of information systems to facilitate the detection, apprehension, prosecution, adjudication, detention and rehabilitation of offenders.

Funds for this program come from the Edward Byrne Memorial Justice Assistance Grant Program administered by the United States Department of Justice, Bureau of Justice Assistance. The Byrne Justice Assistance Grant Program is a partnership among federal, state and local governments to create safer communities by improving the operation of the criminal justice system.

The Commonwealth of Virginia's coordinated efforts toward improving criminal justice records began in 1992 with the formation of the Criminal History Records Improvement (CHRI) Task Force by the Criminal Justice Services Board (Board). The CHRI Task Force identified improvements needed in Virginia's criminal history records system and developed objectives to aid in achieving the overall goals of enhancing the timeliness, accuracy and completeness of criminal history records.

During 1996, the Board and DCJS developed a strategic planning guide for statewide criminal justice efforts. The guide, *Community-Oriented Justice: Strategies for Virginia,* added additional criminal justice records system improvement goals that take advantage of technological advances and support a community's right to determine its own public safety needs and solutions. Goals specified in *Community-Oriented Justice* include:

- Automation and networking of the entire criminal justice system, from arrest to post-release, to make criminal justice information available wherever and whenever those who work in the system need it.

- Encouragement of the development of technology that would enable local, regional and state agencies to share information to improve the operation of the criminal justice system and enhance services to victims.

- Continuation of provision of assistance to Virginia's local law enforcement agencies to expedite the conversion to incident-based reporting systems.

- Automation of the collection and dissemination of critical court case-related information, court opinions and research material.

- Evaluation of standards for electronic data interchange for operation of the Courts Automated Information System (CAIS).

- Provision of support for utilization of video teleconferencing technology by magistrates and juvenile intake officers.

The Criminal Justice Information Systems (CJIS) Committee of the Board replaced the CHRI Task Force and continues its efforts. Additional goals and priorities for the Criminal Justice Records System Improvement Program are recommended by the CJIS Committee.

The most recent milestone in the Commonwealth's efforts to improve Virginia's criminal justice records system occurred in August, 2006, when DCJS sponsored the Blueprints for Change: Criminal Justice Policy Issues in Virginia Conference in Charlottesville. The conference included a session on regional information sharing networks development and administration that was attended by representatives of local law enforcement agencies, including members of the Board and the CJIS Committee. Session attendees recommended that DCJS consider projects that result in the development or enhancement of regional and statewide information sharing networks as priority projects that receive preferential consideration for grant funding and technical assistance.

In accordance with the aforementioned plans and priorities, DCJS' Criminal Justice Records System Improvement Grant Program offers annual awards to support projects with the goal of improving the operation of Virginia's criminal justice records system.

Eligibility Requirements

Units of local government, state agencies, regional jails and state institutions of higher learning are eligible to receive these funds. For this offering, consideration will be given to both new projects and programs which are seeking funding for continuation of successful projects that are currently grant-funded. .

Restrictions/Requirements

The Secretary of Public Safety, the Criminal Justice Services Board and the Director of the Department of Criminal Justice Services have established additional conditions for receiving grant funds under this program.

1. Agencies receiving grant awards must show substantial compliance with laws and regulations relating to accuracy, completeness, and timeliness of criminal history record submissions during the grant cycle. This includes submission of arrest, fingerprint and charge disposition information to the Department of State Police's Central Criminal Records Exchange (CCRE) and entry of warrants and protective orders into the Virginia Crime Information Network (VCIN). The CCRE assists DCJS in monitoring compliance with this requirement. If submission or data quality

problems are identified prior to or during the grant period, grant recipients must document measures to resolve problems prior to drawing down funds.

2. Localities must participate in the Interface Program between the CCRE and the Courts Automated Information System (CAIS), operated by the Supreme Court of Virginia, to monitor record submissions. If not already a participant, a tentative date for implementation of the program, endorsed by the Supreme Court and participating local courts, must accompany the grant application form. Grant funds may be withheld if implementation is not completed within the required time period.

3. Software development projects which involve the indexing or enumeration of Virginia criminal code citations must use the Uniform Statute Citation Table developed by the Department of State Police. This special condition promotes standardization and specificity of offense descriptions used in Virginia's criminal justice information systems.

Available Funding

Applications for funding for new programs are eligible for a maximum of $200,000 ($150,000 federal grant funds combined with $50,000 matching funds) for regional or statewide network development or enhancement projects or $75,000 ($56,250 federal funds, $18,750 match) for projects that will result in the implementation or enhancement of jail management systems. (In order to be considered a regional project, a proposal shall include the participation of either three or more political subdivisions [e.g., two counties and a town] or three or more components of a local criminal justice system [e.g., law enforcement agency, Office of Commonwealth's Attorney and regional jail. Individual agencies can submit applications for grant funds for proposed projects, provided that the project contributes to the development or enhancement of a regional or statewide network.) Applications for continuation funding are eligible for a grant amount that does not exceed the amount awarded for the current year of the program.

Program Match Requirements

Grant recipients must provide matching funds in the amount of 25% of the total cost of the proposed project (e.g., a project that is projected to cost $160,000 shall include a match of $40,000). All matching funds shall be cash and shall not include federal funds.

Grant Period

The grant award period for this offering is from January 1, 2007 through December 31, 2007.

Unless otherwise approved (or limited) by DCJS, forty-eight months is the maximum amount of time grant funds provided by this program may be used to support a project. Each year, DCJS determines whether a project will be awarded continuation funding. That determination is based on the availability of federal funds, the project's performance in meeting its stated goals and objectives and the project's compliance with the requirements and conditions of this grant program.

How to Apply/Deadline

Instructions and a description of the Criminal Justice Record System Improvement Program begin on page 6. The application is contained on pages 18-27. An application checklist is located on page 18.

An original and four (4) complete copies (5 total) of the DCJS Grant Application must be received at DCJS' offices by 5:00 PM on October 31, 2006. Facsimile and electronic copies **will not** be accepted. **Do not** submit bound grants. Individual copies should be either stapled or clipped. **Do not** use appendix material to extend or substitute for the narrative portion of the application. **Do not** submit appendices unless they are requested or essential to the review of the grant application. Appendices should be labeled and separated from the narrative and budget sections. Number **all** pages sequentially. Use 8 ½" by 11" paper only. All parts of the application <u>must</u> be completed.

Submit grants to:

> Department of Criminal Justice Services
> 202 N. Ninth Street, 10th Floor
> Richmond, VA 23219

Review Process

The Criminal Justice Information Systems Committee of the Criminal Justice Services Board and DCJS staff review grant applications. Final approval is at the discretion of the Criminal Justice Services Board.

Technical Assistance

For assistance with the grant application or other technical assistance, contact Department of Criminal Justice Services, Technical Services Section:

- Butch Johnstone   (540) 561-6656   (butch.johnstone@dcjs.virginia.gov)
- Ben Wood   (804) 225-4867   (ben.wood@dcjs.virginia.gov)
- Chuck Ruble   (276) 326-2064   (chuckr@4seasonswireless.net)

Additional contacts for selected state information systems may be found in the Contacts/Technical Assistance section on pages 8- 9.

II. PROGRAM BRIEF

CRIMINAL JUSTICE RECORDS SYSTEM IMPROVEMENT PROGRAM

Purpose

The Criminal Justice Records System Improvement Program provides funds for the development of information systems that facilitate the detection, apprehension, prosecution, adjudication, detention and rehabilitation of offenders. Proposed records system improvement projects should facilitate (1) submission of criminal history record information (CHRI) to appropriate state repositories, (2) the reporting, use and exchange of incident-based (IBR) and other criminal incident and offender information and (3) address additional goals and priorities as recommended (a) in *Community-Oriented Justice: Strategies for Virginia* (pp. 55-65), (b) by the CJIS Committee and (c) as the result of the Blueprints for Change Conference.

Program Concept

Successful development of computerized information systems and software interface programs facilitate the electronic transfer and use of CHRI, IBR and other crime incident and offender information by Virginia's local, regional and state criminal justice agencies. These programs enhance the quality of criminal justice records, timeliness of submission of criminal justice data and accessibility of such data. These systems and programs also provide tracking and monitoring capabilities that are essential to addressing submission and data quality problems. These projects enhance public safety by providing accurate, complete and timely criminal justice information to Virginia's criminal justice professionals.

The following improvements to Virginia's criminal justice records system are eligible for funding through this grant program:

1. Projects that result in the development, enhancement or expansion of regional networks that facilitate the sharing of information among criminal justice agencies,

2. Projects that result in the development, enhancement or expansion of statewide Networks, such as AFIS, VCIN or the Virginia Intelligence Management System (VIMS), that provide for the compilation and sharing of information that facilitates the identification and apprehension of offenders,

3. Projects that result in the implementation or enhancement of jail management systems, and

4. Projects that continue efforts that were begun with previous grant awards and have

achieved satisfactory progress toward accomplishment of project objectives.

Goals and Objectives

The overall goal of this program is the improvement of the quality of criminal justice records maintained and utilized by Virginia's criminal justice agencies.

Additional objectives are:

- To develop information systems for widespread detection, apprehension, prosecution, adjudication, detention and rehabilitation of offenders.
- To enhance the timeliness, accuracy and completeness of criminal history information.
- To improve criminal incident and offender data collection, dissemination and analysis.
- To increase responsiveness to user needs.
- To support the incident-based crime reporting program.

Applicants are responsible for developing the objectives they will strive to meet in order to attain these goals. Objectives must be specifically related to the needs that have been described. Guidelines for developing objectives are found on page 15.

Implementation

The description of the proposed implementation process should, at minimum, include a detailed plan for accomplishing the overall goals of the project. The implementation plan builds upon the description of the current system/process/procedure and its deficiencies. The implementation plan is a detailed statement of the strategies and/or benchmarks required for completion of the objectives to achieve the project's goal.

Additional Requirements

To facilitate monitoring and encourage the timely implementation of grant programs, the following requirements apply:

1. In the narrative section of the grant application, the applicant shall describe the current information system environment, identify components that need improvement and describe the problems associated with those components.

2. For regional project proposals, the applicant must attach a letter of support for the project from the other agencies participating in the program. A single letter of endorsement, signed by all participants, is acceptable for projects with multiple participants.

3. For applicants seeking VCIN access, a letter from the Department of State Police authorizing the agency for VCIN access must be attached to the grant application.

4. Projects using commercial software development or integration services to provide system improvements must include a letter from the vendor(s) acknowledging understanding that final payment for services cannot be drawn from DCJS until a letter of acceptance of the contracted services is provided to DCJS by the grant recipient. A special condition, requiring this letter, will be attached to the grant award. This requirement helps ensure that commercial vendors understand their obligation to bring about completion of projects <u>during the grant period</u>.

5. **Special conditions apply to the development of software.** In addition to Condition # 11 in the *Assurances* attachment to the grant application, there are copyright ownership considerations administered by the Office of the Secretary of the Commonwealth. Special conditions will be attached to the grant award to ensure compliance with proper procedures prior to the dispersal of funds.

Evaluation

Development of the plan described in the implementation process must include a description of the means for determining whether or not the program is successful. Success must be measured in terms of completion of objectives. The evaluation process must be included in the implementation plan and the evaluation should be completed by the conclusion of the grant period.

Contacts/Technical Assistance

For assistance with the grant application or other technical assistance, contact Department of Criminal Justice Services:

- Butch Johnstone   (540) 561-6656   (butch.johnstone@dcjs.virginia.gov)
- Ben Wood   (804) 225-4867   (ben.wood@dcjs.virginia.gov)
- Chuck Ruble   (276) 326-2064   (chuckr@4seasonswireless.net)

For information related to VCIN access, contact Lt. Fagan, Records Management Section, Department of State Police, (804) 674-2023.

For information related to the AFIS/Live Scan program, contact Elaine Shepherd, Data Processing Section, Department of State Police, (804) 674-2000/674-2266.

For information on CAIS, contact Ken Mittendorff, MIS Director, Supreme Court of Virginia, (804) 786-7816.

The application forms and instructions in the following sections are intended for use with an application for a Criminal Justice Records System Improvement grant.

III. APPLICATION FORMS & INSTRUCTIONS

A. Instructions for the first application page:

Grant Program: The name of the grant program is included on the form contained in this guide. "Byrne Memorial Justice Assistance Grant Program"

Applicant: Use this space to provide the name of the locality or state agency applying.

Jurisdiction(s) Served: List all local units of government participating in the project. If statewide, enter "statewide."

Program Title: The program title is included on the form contained in this guide. "Criminal Justice Records System Improvement"

Project Director, Program Administrator, and Finance Officer:

Director: The person who will have day-to-day responsibility for managing the project. The person DCJS will contact if further information is needed.

Program Administrator. The person who has authority to formally commit the locality or state agency to complying with the terms of the grant application including provision of the required cash match. This must be the chief executive officer or chief elected official of a local unit of government (e.g. County Administrator, Mayor, City Manager; NOT Sheriff or Chief of Police) or Director of a state agency. If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, the application shall include a copy of the letter, memorandum or other document by which the signing authority was delegated.

Program Finance Officer. The individual responsible for fiscal management of the funds associated with this grant.

It is extremely important that you provide fax as well as telephone numbers for each person. If possible, please provide an e-mail address.

Brief Project Description - A short description of the project your agency is proposing.

Project Budget Summary - Appropriate figures from the "Itemized Budget" categories.

B. Instructions for Itemized Budget pages:

Use the "Itemized Budget" forms to detail all proposed expenditures to be made with grant funds, including matching funds. Supply line item breakdowns of figures, divided into federal and applicant match. <u>The proposed grant budget must reflect match on a line-by-line basis.</u>

It is important to remember that matching funds included in a grant budget are subject to the same requirements and conditions which apply to the federal or state funds awarded by DCJS. These include the certifications and assurances required to be submitted with the grant application and any conditions attached to the grant award.

Federal funds may be used to pay no more than 75% of project costs. The remaining 25% must be provided in cash from <u>non-federal sources</u>.

Unallowable Costs

Grant funds, including match, may not be used for: firearms, ammunition and related equipment; clothing/uniforms; construction or renovation; land acquisition; lobbying and political contributions; honoraria; bonuses; personal entertainment such as tickets to sporting events; personal calls; alcohol; food and beverages; and luxury vehicles.

1. **Personnel/Employees**

    Funds provided by this program cannot be utilized for this category.

2. **Consultants**

    Charges for system or network installation and cabling, training and data conversion are listed in this section. Each item must specify the time (hours or days) required to provide these services.

    a. Individual Consultants.

        <u>For individuals to be reimbursed for personal services on a fee basis</u>: List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee, and the amount of time to be devoted to such services. **Individual consultant's rate may not exceed the approved federal rate of $450.00 per day.**

    a. Organizations and Associations.

<u>For organizations, including professional associations and educational institutions, performing professional services</u>: Indicate the type of services being performed and estimated contract price. (The approved federal rate will be applied.)

b. Consultants' Subsistence and Travel.

Estimate actual costs, adhering to the grant applicant's established travel policy. All travel must be for reasonable expenses. State travel and per diem rates will be applied.

Requests for consultants are carefully evaluated and approved only when it is clearly demonstrated their use will significantly, and permanently, enhance the project's effectiveness. The narrative must clearly explain the need for consultant services.

3. <u>Travel and Subsistence for Project Personnel</u>

Itemize total travel expenses of project personnel by local mileage, non-local, and subsistence. Applicants may follow their own established travel rates if they have an established travel policy; otherwise, the applicant must adhere to state travel policy. The State allows reimbursement for actual reasonable expenses. Transportation costs, such as air and rail fares, are at coach rates. Justify travel by explaining its relevance to job duties.

The approval of travel expenses for this program is rare and must be fully justified in the narrative section.

4. <u>Equipment</u>

Each major item to be purchased shall be separately listed with its unit cost. Each item to be leased or rented shall be separately listed with the cost associated with the lease or rental. The ***budget narrative*** must thoroughly explain the relevance and importance of each item to the project. Items not thoroughly justified will be deleted. If computer operating system or networking software is included with the purchase of the computer or network component, and is included in the purchase price of the component, there is no need to list it separately. If the operating system or networking software is purchased separately, then itemize it in section 5 "Supplies and Other Operating Expenses".

5. <u>Supplies and Other Expenses</u>

All software and training costs should be itemized within this category by major types (e.g., **software**, software licensing, training materials) and show basis for computation ("x" dollars per copy of software; "y" dollars per user for software licensing, "z" dollars per person for training materials; etc.).

6. **Indirect Costs**

Indirect costs associated with this program **may** be approved if the applicant can demonstrate they are necessary to the operation of the organization and the performance of the project. The grant applicant must include a copy of an approval for the indirect cost rate from a federal agency (e.g. Dept. of Justice, Health and Human Services, or Dept. of Education). Indirect costs do not allow an applicant to exceed the grant limits as specified in the program guide.

7. **Cash Funds** (Supporting this project from sources other than the grant program.)

This item is included to permit those applicants wishing to do so to show any additional support which they may be providing to the proposed project, beyond the funds (both DCJS and match) actually applied for in the grant application budget. The terms, conditions and assurances which apply to the grant award do not govern funds shown in this item. List the source and amount of cash, other than required matching funds, that will help support this project.

C. **Project Budget Narrative**:

In addition to completing the Itemized Budget forms, you must also provide a Project Budget Narrative, which explains the reason for each requested budget item and provides the basis for its cost. All items requested in the Itemized Budget must be thoroughly justified and clearly related to the proposed project or they will be deleted from the budget.

D. **Project Description:**

Describe in detail the need for the project, goals and objectives, what the project consists of, what will be accomplished, plans to carry out or implement the project, and methods for measuring the degree to which the goals and objectives are met. To complete this section of the application, please use the following format:

Program Title: "Criminal Justice Records System Improvement Program"

Need Justification:

Describe in specific terms the deficiency the project is intended to address. State directly and completely why there is a need for a grant. Describe the nature and extent of the problem or need. Describe existing resources and services that are currently available to meet that need, and state why those resources and services are inadequate.

The following items are <u>minimum</u> guidelines for the types of information that should be included. Your narrative description need only include those factors that are relevant to your program. Include other data you feel are relevant.

1.   For programs designed to transfer criminal history information between criminal justice agencies and/or the CCRE or programs transferring and/or analyzing criminal justice data on a local, regional or statewide basis:

    a.   Estimate the current level of activity related to the problem.
        (1).   Number/type of records currently processed, accuracy, and transfer time.
        (2).   A description of audits or exception reports that have been conducted concerning project activity.
        (3).   A description of data management problems identified as affecting data quality, data flow process, or security of criminal history record information.

    b.   Estimate an acceptable level of activity. State that the need or demand for services or activities exceeds your current capabilities.

<u>Goals and Objectives</u>:

The overall goal of this program is data quality improvement. Program objectives are described in the Program Brief beginning on page 6. When completing this section of the application, include applicable required objectives and any additional objectives you may have developed in designing your project.

An objective is a statement that sets forth a particular result that the project strives to attain. The attainment of an objective contributes to the accomplishment of the overall goal. Objective statements contain four parts: *what, how much, to whom, and when*.

Objective statements:

1. Begin with an action verb.
2. Specify a single key result; *what* will be accomplished toward the goal. (Example: *Reduce the time* required to process criminal history records).
3. Quantify and state the objective in terms that can be measured. Verify *how much* will be accomplished. (Example: Reduce the time required to process criminal history records from *ten days to six days*).

4. Indicate the intended targets, *to whom*, of the objective. (Example: Reduce the time required *by clerks* to process criminal history records from 10 days to 6 days).
5. State *when*, within the grant period, the objective will be accomplished. (Example: *Over the next twelve months*, reduce the time required by clerks to process criminal history records from 10 days to 6 days).
6. Relate directly to the data provided in the need justification.
7. Are challenging, but realistically attainable with the resources that are requested.

Implementation:

Describe, in narrative form, *what you will do* to accomplish the program's goal and objectives. Be specific and thorough. Activities should be directly related to the goals.

DCJS gives priority to programs designed to be incorporated into the on-going operations of the applicant. Use this section to describe how your agency intends to institutionalize and continue this program after grant funds are no longer available.

Workplan:

Describe the steps or actions necessary to accomplish the goal and objectives of the project. Provide *anticipated* begin and end dates for each step. Use the form on Grant Application Page 7 (Program Guide, p. 26), or include in the narrative, as desired.

(Workplan examples: assemble advisory committee, February 1 - February 15; identify IBR system alternatives, March 15 - April 15; purchase equipment, May 10 - May 20; new system acceptance testing, June 1 - July 31.)

Your Workplan provides the basis for future quarterly reports.

Evaluation:

Describe how you intend to measure the success of the program -- whether or not objectives were accomplished. List each objective and identify the statistical data or other relevant information (documentation) that will be collected to evaluate the achievement of objectives. Describe how data and information will be analyzed. Describe measurement techniques that will be used. Present this plan in the space provided in the WORKPLAN form (Application page 7) [Program Guide, p.26] or on a separate sheet (Application page 8) [Program Guide, p.27]

Ideally an evaluation of a program will consist of more than the accumulation of quantitative information on the delivery of services, personnel utilized, level of activities and funds spent. It will provide a qualitative assessment of the overall impact of the

program. Priority consideration is given to applications including a carefully thought-out method of conducting such an evaluation

IV. Attachments (NOT INCLUDED IN THIS GUIDE)

Certifications, General Grant Conditions and Assurances:

A complete grant application includes signature pages from two documents not contained in this program guide:

1. *Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements*

2. *General Grant Conditions and Assurances [Attachment A]*.

The DCJS and the federal government require these agreements. These forms must be signed by the Project Administrator and returned with the grant application. Failure to include these forms delays the grant review process and may disqualify the application. Forms are available for download on the DCJS website or paper copies may be obtained by contacting Virginia Sneed in the Grants Administration Section of DCJS at (804) 786-5491.

Web address for forms: [http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=7]

GRANT APPLICATION CHECKLIST

[A complete application consists of the forms contained in this guide (plus additional pages that may be required) and the signature pages from the attachments described in Section IV, page 16.]

❑ Has the first page of the Grant Application been completed, including Project Administrator's signature? [Administrator = city/town manager, county executive, mayor or chairman of the board of supervisors, or the agency director (for state agencies)]

❑ Have all applicable parts of the Grant Application, Itemized Budget been completed?

❑ Does each budget item show the federal fund amount and cash match amount as well as the total? (75% / 25%)

❑ Has a Project Budget Narrative been provided, explaining each item shown in the Itemized Budget?

❑ Does the Project Description contain the following:

  ❑ Need Justification?
  ❑ Goals and Objectives?
  ❑ Implementation?
  ❑ A Workplan?
  ❑ An Evaluation Plan?

❑ **Are the following attachments included (if needed) with the grant application, as additional requirements described on page 8 & 9?**

  ❑ interface program endorsement letters,
  ❑ VCIN terminal authorization letter from Department of State Police
  ❑ acknowledgment letters from vendors

❑ Does the material being submitted include an original and four (4) copies (5 total) of the completed Grant Application?

❑ AND signed copies of the *General Grant Conditions and Assurances* and *Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements*; two (2) signature pages total? (Location and description found on pages 16 & 17.)

Grant application materials follow on the remaining pages.

Grant Application ───────────

Department of Criminal Justice Services, 805 East Broad Street, Richmond, Virginia 23219

Grant Program:	Byrne Memorial Justice Assistance Grant Program
Applicant:	
Jurisdiction(s) Served:	
Program Title:	**Criminal Justice Records Systems Improvement**
Grant Period:	**January 1, 2007 through December 31, 2007**

	Project Director	Project Administrator	Finance Officer
Name:			
Title:			
Address:			
Phone:			
Fax:			
E-mail:			

Signature of Project Administrator:

Brief Project Description:

PROJECT BUDGET SUMMARY	DCJS Funds	Match
	Federal	**Local**
Personnel	$	$
Consultants	$	$
Travel/Subsistence	$	$
Equipment	$	$
Indirect Costs	$	$
Supplies/Other Operating Expenses	$	$
Totals:	$	$

Grand Total (Federal + Local): **$**

ITEMIZED BUDGET

1. Personnel/Employees

				DCJS FUNDS	APPLICANT MATCH	TOTAL
a. Names of Employees	**Position Titles**	**Annual Salary Rate**	**Hours Devoted**	**FEDERAL**	**CASH**	
TOTAL:						
b. Fringe Benefits						
FICA % =						
Retirement =						
Other (itemize) =						
TOTAL:						
TOTAL PERSONNEL (a + b):						

2. Consultants (including Travel and Subsistence)

	DCJS FUNDS FEDERAL	APPLICANT MATCH CASH	TOTAL
a. Individual Consultants			
Type:			
Hours Devoted:			
TOTAL:			
b. Organizations and Associations			
Type:			
Fee:			
Time Devoted:			
TOTAL:			
c. Consultants' Subsistence and Travel			
Number of Days:			
Rate/Day:			
TOTAL:			
TOTAL CONSULTANTS (a + b + c)			

3. Travel and Subsistence for Project Personnel

	DCJS FUNDS FEDERAL	APPLICANT MATCH CASH	TOTAL
a. Local Mileage _____ X _____ per mile			
b. Non-local Miles _____ X _____ per mile			
c. Subsistence _____days X _____ per day			
d. Air or other fares _____			
TOTAL TRAVEL:			

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ITEMIZED BUDGET *(Continued)*

4. Equipment

Type	Quantity	Unit Price	Purchase or Rental	DCJS FUNDS FEDERAL	APPLICANT MATCH CASH	TOTAL
TOTAL EQUIPMENT:						

5. Supplies and Other Expenses

Type	Quantity	Price				
TOTAL SUPPLIES AND OTHER:						

6. Indirect Cost

	DCJS FUNDS	APPLICANT MATCH	TOTAL
TOTAL INDIRECT COST:			

GRAND TOTAL:

GRAND TOTAL:			

7. Cash Funds

Cash funds from sources other than grant program supporting this project - (itemize). (Do not add to requested Project Budget Summary accounts.)			
TOTAL:			

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C. Project Budget Narrative:

(Explain the reason for each requested budget item and provide the basis for its cost. All items requested in the Itemized Budget must be thoroughly justified and clearly related to the proposed project or they will be deleted from the budget.)

D. Project Description

(Describe in detail the need for the project, goals and objectives, what the project consists of, what will be accomplished, plans to carry out or implement the project, and methods for measuring the degree to which the goals and objectives are met.)

Program Title: "Criminal Justice Record Systems Improvement Program"

Need Justification:
(Describe in specific terms the deficiency the project is intended to address.)

Goals and Objectives:

CR Grant Application page 5
Use additional pages 5a, 5b, etc. as needed

Implementation Plan:

(Describe, in narrative form, *what you will do* to accomplish the program's goal and objectives. Be specific and thorough. Activities should be directly related to the objectives.)

WORKPLAN / Implementation & Evaluation Plans
Criminal Justice Records Systems Improvement Grant Application

Applicant:					EVALUATION PLAN: Describe how you intend to measure whether or not objectives are accomplished. Identify statistical data or other information (documentation) that will be used to evaluate each objective. Describe measurement techniques that will be used.
Program Title: Criminal Justice Records Systems Improvement					
IMPLEMENTATION PLAN	Planned		Actual		
Objective/Activity	Begin	End	Begin	End	

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<u>Evaluation Plan</u>

[Describe how you intend to measure the success of the program -- whether or not objectives were accomplished. List each objective and identify the statistical data or other relevant information (documentation) that will be collected to evaluate the achievement of objectives. Describe how data and information will be analyzed. Describe measurement techniques that will be used.]